



WINTER 2007

# architects

a publication of the california architects board ■ public protection through examination, licensure, and regulation

## CIDP/IDP: Taking the Mystery Out of the Process

**Although completion of the Comprehensive Intern Development Program/ Intern Development Program (CIDP/IDP) has been a California licensure requirement for two years, some candidates are finding the requirement somewhat mysterious and confusing. Any requirement can seem intimidating until one gains a clear understanding of how best to approach it.**

IDP is the nationally recognized training program for interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to 16 key areas of architectural practice. IDP is administered and maintained by the National Council of Architectural Registration Boards (NCARB). CIDP is a California-specific requirement involving evidence-supported documentation of training and enhanced intern and supervisor interaction and communication. CIDP must be fulfilled in conjunction with IDP.

We recently spoke with two candidates who are currently in the CIDP/IDP process to discuss how they learned about CIDP/IDP, how their intern experience has been enriched as a result of the requirement, and what advice they have for candidates who are just starting the process.

Audrey Udelhofen graduated from Iowa State University with an accredited degree in architecture. She moved to California to be closer to her family and began working as an intern at Irwin Pancake Architects in Costa Mesa in August 2004. Although CIDP/IDP was not required when she started her internship, Udelhofen says she planned to complete it anyway. "I had learned about the advantages of IDP during school in Iowa," says Udelhofen. "I knew that completing the program would make it easier for me to receive NCARB certification and obtain reciprocity. As I interviewed for my intern position in California, I looked for a firm that would support me in completing it. When it became a requirement, I was already in the process."

Other interns occasionally ask Udelhofen questions about CIDP/IDP. She usually directs them to the

California Architects Board's (CAB) *CIDP Handbook* and NCARB's *IDP Guidelines*. "People are sometimes initially intimidated by the requirements of the program," she says. "But if you read the material, you see that it really is all about documenting the types of work you have done and ensuring that you have evidence for each type of work." Udelhofen doesn't think completing CIDP/IDP requires a lot of extra time. "Both programs relate to things you are already doing as part of your internship. You just have to track and record the experience." The key to simplifying the process is to carefully review the requirements and necessary forms, establish an organized system for documenting experience, and regularly submit *Employment Verification/IDP Training Report Forms* to NCARB and *CIDP Evidence Verification Forms* to CAB.

Another candidate currently completing CIDP/IDP is Sarah Buttler, who has worked at Cynthia Easton Architects in Sacramento since 2002. Buttler has a degree from a community college and is currently attending California State University, Sacramento. She began CIDP/IDP in October 2005. "I relied on one of my supervisors, Cynthia Easton,



## President's Message

By Jeffrey D. Heller, FAIA, Board President

# Using our Talents for a Greater Good

In a state like California, we cannot help but plan for the next big one. Whether it is earthquake, flood, or fire, we all have to take steps to be ready. Architects are acutely aware of this because of our role in shaping the built environment.

It is crucial to invest the time in planning, so that you can continue to provide services to your clients and so that your organization can continue to function and minimize the impact of any disaster. You do not want to do your planning after the incident. Take advantage of a number of resources to ensure that your firm or entity is prepared. The Governor's Office of Emergency Services (OES) Web site has particularly rich content ([www.oes.ca.gov](http://www.oes.ca.gov)). You can also visit the California Architects Board's (CAB) Web site ([www.cab.ca.gov](http://www.cab.ca.gov)) and click on disaster preparedness for links to a variety of resources.

**"Because of our talents and abilities, architects hold a special place in society."**

CAB takes disaster preparedness very seriously. We just completed the first phase of Continuity of Operations/Continuity of Government planning as directed by Governor Schwarzenegger's recent Executive Order. We will be working to fine tune and test the plan. As a consumer protection

agency that licenses individuals to practice, we play both a public safety and economic role that benefits Californians. That is why we need to be prepared to ensure the continuity of our services.

Architects should also be aware of an opportunity to use their professional skills to aid in the post-disaster setting. Coordinated via the OES and The American Institute of Architects, California Council (AIACC), the Safety Assessment Program (SAP) connects specially trained architects with local jurisdictions in need of post-disaster inspection services. The program also involves professional engineers and building inspectors via their respective organizations. SAP utilizes volunteers and mutual aid to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. This program is a tremendous way to generously apply your professional skills to a community in need. For more information, please contact Michael Sabbaghian, Senior Civil Engineer, with OES at (916) 845-8265 or [Michael.Sabbaghian@oes.ca.gov](mailto:Michael.Sabbaghian@oes.ca.gov), or Lori Reed at AIACC at (916) 448-9082 or [lreed@aiacc.org](mailto:lreed@aiacc.org).

Because of our talents and abilities, architects hold a special place in society. While the safety and usability of buildings is often taken for granted, we have an important role in recovery planning and post-disaster services. That role further enhances our contribution to protecting the public. I urge you to be generous with your talent.

## Board Welcomes New Member

*Pasqual Gutierrez*



Governor Schwarzenegger appointed Pasqual Gutierrez, AIA, as an architect member of the California Architects Board on September 7, 2006. A resident of Walnut, Gutierrez has served HMC Architects since 1999 as a senior project architect. He serves as a principal of the firm, working out of the Ontario office. Gutierrez has a diverse background in educational, retail, commercial, corporate tenant interiors, and healthcare projects.

Prior to joining HMC Architects, Gutierrez was principal of the architecture firm The Gutierrez Partnership. He worked as an architect with the interior design firm Reel Grobman Associates from 1983 to 1988. Gutierrez is the incoming 2007 President of The American Institute of Architects, Inland California Chapter and AIA150 Champion, and he serves on the AIA California Council Membership Committee. Gutierrez's term expires in June 2010.

## Board Elects 2007 Officers

At its December 2006 meeting, the Board elected its 2007 officers.

**PRESIDENT – Jeffrey D. Heller, FAIA**, architect member of the Board since 2002, has been a practicing architect for over 40 years. He is the founder and president of Heller Manus Architects in San Francisco. Heller is past-president of the Board and is presently serving on the Board's Executive Committee and Professional Qualifications Committee.

**VICE PRESIDENT – Jon Alan Baker, AIA**, architect member of the Board since 2005, has been President/CEO of NTDStichler Architecture since 1997. Baker is presently serving on the Board's Executive Committee and chairs the Professional Qualifications Committee.

**SECRETARY – Iris Cochlan**, a public member of the Board since 2005, is senior vice president with Eugene Burger Management Corporation. She previously served as the chief executive officer and president of Cochlan/Associates Management Co., a real estate property management firm. Cochlan is presently serving on the Board's Executive Committee, chairs the Communications Committee, and is the Board's liaison to the Landscape Architects Technical Committee.

## ANSWERS QUESTIONS FOR CAB

Robert E. Luke became the NCARB president in June 2006. He recently answered some questions about his perspectives on the important issues facing the architecture profession.



### *What are your top priorities as president?*

First of all, I want to thank you for the opportunity to discuss NCARB and the issues facing regulators today as we strive to protect the public and assist the California Architects Board (CAB) in their mission of regulating the practice of architecture. I appreciate the proactive involvement of CAB and their executive staff. Their willingness to take a stand for positive change has always been instrumental in helping make NCARB the organization it is.

As I stated at the Annual Meeting, it is my desire for all interaction with NCARB to be a well-designed, positive experience. The ongoing implementation of the living strategic plan along with the continued focus on the efforts to improve the Architect Registration Examination (ARE) and Intern Development Program (IDP) are key priorities.

### *What are the most difficult challenges facing NCARB?*

If there is one thing I have learned in my years of working with the Council, it is the amount of effort and time it takes to bring about change. The world is changing at a faster rate than we can respond. Therefore, it is critical for NCARB to plan ahead and make the most accurate adjustments possible as we go about the business of regulating the practice of architecture in the United States. In the business of protecting the public, it is vital that our actions are always defensible.

I believe it will become more and more difficult to attract volunteers to continue to fulfill the mission of the Council. There are millions of dollars of volunteer time given each year to serve on our committees. Our volunteers are some of the brightest and hardest working visionaries, and they allow NCARB to be the "Gold Standard." Today's volunteers are being asked to wear many hats and provide professional services in a world that demands instantaneous results. It is critical that we take care of those individuals who provide the many hours of volunteer time, often at the sacrifice of their families and businesses.

### *How do you see IDP evolving in the future?*

I believe we are taking IDP to the next level. Since its inception, IDP has been instrumental in helping to develop the roadmap for the emerging professional. It has also been the program that many architects use to cultivate the future leaders of our firms. However, as I have stated before, it can provide a better experience. The Council is committing more money and more focus to the continued improvement of the program. We have worked

with The American Institute of Architects (AIA) to understand their role and ours to make sure that all elements of the emerging professionals' initial development are focused on the critical issues of internship. Making IDP more flexible to adapt to the changing world in which we all work and live continues to be a major goal for both NCARB and AIA. Additionally, the role of the mentor is an exceedingly important one. I would like to challenge and encourage every architect to be the leader and mentor that will make IDP a positive, meaningful experience for every intern. They are the future.

### *What is your view on the status of architectural education in the United States?*

We have the premier education system in the world, and other countries continue to emulate our system. The National Architectural Accrediting Board (NAAB) increasingly receives requests to help countries that desire to model their systems after ours. Additionally, the NAAB leadership is working with the primary collaterals to establish a solid business model and funding stream that will allow improvement in the educational process. One of the key issues that has been discussed for as long as I can remember is the need to improve the professional practice component of the education system. I believe that single component deserves much focus and attention.

### *NCARB provides a variety of services to member boards, Certificate holders, and examination candidates. In what areas of NCARB services would you most like to see improvement?*

Communication is critical in providing all of the services. While I do believe NCARB has made much progress, I intend to make a concerted effort to continue to improve how and when we respond to all who interact with the Council. NCARB should be thought of as "user friendly." Remember, NCARB is not just the Council office, NCARB is all of our member boards. And we all share in the responsibility of making interaction with NCARB a positive experience.

### *What do you see as California's role in NCARB?*

California has always provided strong, well-respected volunteers. Through the years, I have watched California members voice their opinions in the face of criticism in order to initiate change. The opportunity to continue to be vocal and lead—keeping in mind an understanding of the synergy of teamwork—will serve both California and the Council well.

Continued



## Important Reminders for Licensees

### LICENSE RENEWALS

The California Architects Board will be sending license renewal notices to licensees' addresses of record approximately 45 days prior to the expiration date. The renewal is due by the last day of the month in which the licensee was born. If a licensee does not receive a renewal notice, he or she can send the Board the \$200 renewal fee and a completed copy of the required disclosure statement, which can be downloaded at [www.cab.ca.gov/pdf/reinstatement.pdf](http://www.cab.ca.gov/pdf/reinstatement.pdf).

There is a 30-day grace period for the payment of the renewal fee. Payments made after the grace period must include a \$50 delinquency fee. Although the grace period allows licensees to renew their licenses after expiration, it does not allow them to practice architecture during this period. Licensees must have a valid, current license to practice.

If a license has been delinquent less than five years, it may be renewed upon payment of all accrued and unpaid renewal fees (see [www.cab.ca.gov/back\\_fees.htm](http://www.cab.ca.gov/back_fees.htm) for a description of applicable fees). If a license has been delinquent for more than five years, it may not be renewed. The licensee must apply for a new license, successfully complete the California Supplemental Examination, and pay all applicable fees.

### ADDRESS CHANGES

Keeping the Board informed of address changes is the best way licensees can ensure they receive their license renewal notice in a timely manner. The California Code of Regulations (CCR) requires that address changes be reported immediately to the Board. Failure to do so is a violation of CCR, Title 16, section 104

*Continued on page 7*

## NCARB President Answers Questions for CAB

*Continued from page 3*

### *How can California assist NCARB?*

I am hopeful that California and all of our member boards will continue to be change agents and push the Council to be the best we can be.

### *Why do you feel that international/national accords are important?*

It is no secret that we live and work in a global society, and the issues of education, internship, and examination all must be well thought out. International practice is a way of life for many today. Architects have been coming to the United States to practice for years, and it is our responsibility to develop the system that will provide the accountability. It is NCARB's role to make sure that the public is protected.

### *Do you see any major impediments to interstate and international practice?*

There will always be impediments, however, it is one of our major responsibilities to remove and reduce as many as possible. I am a strong believer in states' rights, and the licensing of architects is a critical component of those rights. The continued strengthening of the ARE and IDP should help reduce impediments. The requirements for education, experience, and examination should be as uniform as possible. Also, we need to have the flexibility to understand and respect the unique issues of our member boards as they protect their citizens. Communication among the member boards within regions can go a long way to reducing impediments. The impediment that results from varying continuing professional development requirements is probably the single largest facing the Council currently.

The corporate issues related to practice will always be an impediment, and we will have very little influence in that area. Together as a collection of member boards, we must strive to work together on all known impediments.

### *Has disaster preparedness and planning become a more important and relevant issue for architects who are planning projects since Hurricane Katrina?*

Architects have always been concerned about natural disasters and the environmental constraints that affect everyone. In recent years, our awareness as designers of the built environment is certainly more focused. Both man-made and natural disasters are now factoring into our programming, planning, and design efforts. The increased attention of the media and the rapid communication opportunities allow architects to be involved in having a positive influence in responding as the leaders of the design and construction teams.

NCARB has put forth extra effort in establishing task forces to focus on disaster response and sustainability and our responsibility to be proactive. Additionally, we continue to modify the ARE to respond to the relevant issues. Architects have been leaders when disasters occur across America and around the world. NCARB-certified architects are among the first to be on site to lend a helping hand.

### *Do you have any final comments?*

Thanks once again for allowing me to share my thoughts on these issues. I appreciate the guidance and counsel provided throughout the years by all of our members—together we can continue to make a difference. It is a pleasure to serve you and the Council.

to give me the initial information I needed,” says Buttler. Buttler did find it a bit challenging to understand the process of becoming licensed and the point at which she could begin CIDP/IDP. “You really have to sit down and examine the process, to see where your experience and education fit.”

To assist candidates in understanding the entire licensure process, CAB is revising its *Candidate's Handbook*. The new *Handbook* will be available early next year on CAB's Web site: [www.cab.ca.gov](http://www.cab.ca.gov), or via either email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov) or telephone at (916) 574-7220.

### Gaining a Breadth of Experience

Both candidates are finding the CIDP/IDP experience quite valuable. “IDP is helping me figure out where I need more experience,” says Udelhofen. Buttler agrees, “When the areas I need are on paper, I can see where I am lacking units. One month, I looked at my records and noticed that I had no units in Specifications. My supervisor arranged for me to get that experience.”

Udelhofen says participating in CIDP/IDP has helped her discover which aspects of architecture she enjoys most and wants to focus on after licensure. On the flip side, it has allowed her employer to see the areas in which she excels. “Since you have to produce the evidence, your supervisor gets to see your potential. I think this is an advantage to firms as well as to interns.”

### Alignment of CIDP and IDP Requirements

Some interns may think California's CIDP means extra work, but Udelhofen has not found that to be the case. “This is not two separate programs. If you complete the hours required for IDP, you will also complete the work required for CIDP. For example, if I draw a site plan, I am probably plotting it first. So I meet with my supervisor to discuss the work, he signs off on it, and I have the evidence for CIDP.”

Buttler agrees, noting another advantage of CIDP: “It reinforces the fact that you learned something during the time

you spent working in a particular area. So the hours you put in for IDP and the evidence you produce for CIDP balance each other to ensure that you really know it.”

### Alternatives for Choosing a Mentor

Buttler and Udelhofen agree that their mentors (as required in IDP) have played important roles in their internship experience. Udelhofen's mentor does not work in the same firm, an arrangement that she says separates her work experience and her professional development. “Having a mentor outside the firm gives me more freedom to discuss any work-related issues,” she says. “The mentor can tell me if the way things are done at the firm is typical or unique to the practice I work at.” In contrast, Buttler's supervisors and mentors are the three architects in the firm at which she works. “I think this makes the process easier because they all know what I am working on,” she says. “I don't have to review my work with two different people.” Buttler also found that a knowledgeable mentor can be a valuable resource for understanding the licensure process and the CIDP/IDP requirements. Both mentor arrangements described by the two candidates are permissible under the *IDP Guidelines*, and interns will need to consider which is best for them.

### A Comprehensive Intern Experience

Both candidates say that CIDP/IDP has provided a valuable internship experience that has been more well-rounded than it would have been without the requirement. “I know it is helping me become a better architect,” says Udelhofen. “It's prepared me for my exams and for my future.” Buttler agrees, noting “It forces you and your employer to ensure that you gain a wide range of exposure to the practice of architecture.”

The experiences of these two candidates demonstrate that CIDP/IDP is a worthwhile addition to the licensure process. As more candidates complete CIDP/IDP, new candidates will have

additional resources to draw upon for assistance. Until then, there are many other ways for candidates to obtain assistance in understanding the requirements.

Both CAB and NCARB are available via mail, email, and telephone to answer candidates' questions. Additionally, candidates who are members of The American Institute of Architects (AIA), or have established an NCARB Council Record can take advantage of *The Emerging Professional's Companion* (EPC), an IDP training enrichment resource. EPC is a Web-based ([www.aia.org/ep\\_companion](http://www.aia.org/ep_companion)) professional and development resource created by AIA and NCARB to improve the quality of internship training. EPC activities challenge interns to develop the awareness, understanding, and skills needed to achieve the core competencies identified in each IDP Training Area. The AIA's Emerging Professionals Division can be reached at (202) 626-7456. Most local AIA chapters have knowledgeable people available to answer questions, and the AIA representatives for Northern and Southern California can also provide assistance.

## CIDP/IDP Information Resources

**CAB:** Candidates can download the *CIDP Handbook*, *Candidate's Handbook*, or special issue *California Architects* newsletter from its Web site at [www.cab.ca.gov](http://www.cab.ca.gov), request them via email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov), or via telephone at (916) 574-7220. The *IDP Guidelines* can also be downloaded from CAB's Web site.

**NCARB:** NCARB's Web site ([www.ncarb.org](http://www.ncarb.org)) has links to a variety of information about IDP, including a summary of requirements, FAQs, and a download of the *IDP Guidelines*. Candidates can also complete an online form to receive an IDP information packet from NCARB or call NCARB at (202) 783-6500.

**AIA:** The AIA Web site provides information about IDP and how to locate an IDP Coordinator at [www.aia.org/idp](http://www.aia.org/idp). Candidates can locate their AIA State Component by visiting [www.aia.org/idp\\_coordroster](http://www.aia.org/idp_coordroster).



# Enforcement Actions

**CAB is responsible for receiving and investigating complaints against licensees and unlicensed persons. CAB also retains the authority to make final decisions on all enforcement actions taken against its licensees. Included below is a brief description of recent enforcement actions taken by CAB against individuals who were found to be in violation of the Architects Practice Act. Every effort is made to ensure the following information is correct. Before making any decision based upon this information, you should contact CAB. Further information on specific violations may also be obtained by contacting the Board's Enforcement Unit at (916) 575-7208.**

## **CITATIONS**

**MARK BYRNES** (Oceanside) The Board issued an administrative citation that included a \$1,000 civil penalty to Mark Byrnes, architect license number C-23413, for alleged violations of Business and Professions Code (BPC) section 5536.22(a) (Written Contract). The action alleged that Byrnes commenced providing professional services without an executed written contract. In an unrelated project, Byrnes failed to include in the contract his license number, a description of the procedure that the architect and the client will use to accommodate additional services, and a description of the procedure to be used by either party to terminate the contract. Byrnes paid the civil penalty satisfying the citation. The citation became effective on September 22, 2006.

### **VICTOR CANDARE CANALES**

(San Francisco) The Board issued an administrative citation that included a \$500 civil penalty to Victor Candare Canales, architect license number C-12553, for an alleged violation of BPC section 5536.22(a) (Written Contract). The action alleged that Canales commenced providing professional services for a residence without an executed written contract. Canales paid the civil penalty satisfying the citation. The citation became effective on August 8, 2006.

### **LUIS M. CARRILLO** (Pico Rivera)

The Board issued an administrative citation that included a \$500 civil penalty to Luis M. Carrillo, an unlicensed individual, for an alleged violation of BPC section 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Carrillo submitted plans to the City of San Bernardino Building Department with a title block that stated "Carrillo Architectural Design." The citation became effective on September 12, 2006.

**KUANIN FONG** (Diamond Bar) The Board issued an administrative citation that included a \$1,000 civil penalty to Kuanin Fong, an unlicensed individual, dba K & D Design Groups, for alleged violations of BPC sections 5536(a) and (b) (Practice Without License or Holding Self Out as Architect). The action alleged that Fong prepared plans using a title block which stated "K & D Design Groups Architecture Planning & Interior Design." Fong also affixed a stamp to the plans which read "Licensed Professional Architect," "Kuanin Fong," "C-181708," "Exp. 11/15/06," and the legend "State of California." Fong paid the civil penalty satisfying the citation. The citation became effective on August 29, 2006.

### **RAYMOND EUGENE FOX** (San Diego)

The Board issued an administrative citation that included a \$1,000 civil penalty to Raymond Eugene Fox, architect license number C-24583, for alleged violations of BPC section 5536.22(a) (Written Contract). The action alleged that Fox commenced providing professional services to develop medical offices without an executed written contract. Fox paid the civil penalty satisfying the citation. The citation became effective on September 19, 2006.

### **ERIC COREY FREED** (San Francisco)

The Board issued an administrative citation that included a \$500 civil penalty to Eric Corey Freed, architect license number C-30731 for alleged violations of BPC section 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that prior to licensure, Freed maintained a Web site [www.organicarchitect.com](http://www.organicarchitect.com), which stated "Promoting both an organic and individual approach to design, architect, author and educator Eric Corey Freed..." The Web site indicated that Freed provided "Architecture." A review of several Web site addresses

revealed that Freed was named as an "Architect," an "Organic Architect," and a "Green Architect." Freed paid the civil penalty satisfying the citation. The citation became effective on June 28, 2006.

### **JON GREEN** (Sacramento)

The Board issued an administrative citation that included a \$1,000 civil penalty to Jon Green, an unlicensed individual, for alleged violations of BPC sections 5536(a) (Practice Without License or Holding Self Out as Architect) and 5536.1(c) (Unauthorized Practice). The action alleged that Green offered to prepare "architectural drawings" and prepared construction documents for a non-exempt project. In addition, construction documents for this project identified Green as an architect. Green paid the civil penalty satisfying the citation. The citation became effective on July 11, 2006.

### **BRIAN L. JOHNSTON** (Vacaville)

The Board issued an administrative citation that included a \$550 civil penalty to Brian L. Johnston, architect license number C-7059, for alleged violations of BPC section 5536.22(a) (Written Contract). The action alleged that Johnston failed to include statutorily required language in a written contract for providing professional services for a single-family residence. Johnston also commenced providing professional services for a remodel of a convenience store without an executed written contract. Johnston paid the civil penalty satisfying the citation. The citation became effective on June 12, 2006.

### **RAUL MAYORGA** (Van Nuys)

The Board issued an administrative citation that included a \$500 civil penalty to Raul Mayorga, an unlicensed individual, for an alleged violation of BPC section 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Mayorga executed a written





Continued from page 4

contract to provide "Architectural Drafting" work for the remodel of a residence. The contract stated that "architectural drawings" will be prepared and described the "Architectural work" that would be provided. The citation became effective on June 27, 2006.

**BOGUSLAW MEGIEL** (Valencia) The Board issued an administrative citation that included a \$500 civil penalty to Boguslaw Megiel, architect license number C-25783, for an alleged violation of BPC section 5536.22(a) (Written Contract). The action alleged that Megiel commenced providing professional services, and submitted invoices to the client for said services, without an executed written contract. The citation became effective on July 25, 2006.

**EDWARD W. POWELL** (Redondo Beach) The Board issued an administrative citation that included a \$1,000 civil penalty to Edward W. Powell, architect license number C-27775, for alleged violations of BPC section 5584 (Negligence). The action alleged that Powell's plans for the design of a residence were below the acceptable standards for architectural practice and the timeframe of the work was longer than customary for a project of this scope. Powell also failed to complete the construction documents for landscape design services for the rear yard of a residence, as required in the contract. Powell paid the civil penalty satisfying the citation. The citation became effective on June 23, 2006.

**JESS REAL** (Manteca) The Board issued an administrative citation that included a \$500 civil penalty to Jess Real, an unlicensed individual, dba Real Design Studio, for an alleged violation of BPC section 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Real offered and provided plans for a 12-unit townhouse, which is not described in BPC section 5537(a) as an exempt building. The citation became effective on September 12, 2006.

**LOUIS FABIAN ROMERO** (Newhall) The Board issued an administrative citation that included a \$1,500 civil penalty to Louis Fabian Romero, an unlicensed individual, for alleged violations of BPC section 5536(a) (Practice Without License or Holding Self Out as Architect). The action alleged that Romero's

proposal, invoice, and business card contained Romero's business name, "Arcitex," and/or the word Architectural. Romero's company, Arcitex & Associates, is listed on the Internet under Switchboard.com as "Engineering & Architectural Services," and "Architectural Illustrators." It is also listed on SuperPage.com and Smartpages.com under "Architectural Illustrators." The citation became effective on June 7, 2006.

**SIMON TAK-WONG SHUM** (Walnut) The Board issued an administrative citation that included a \$750 civil penalty to Simon Tak-Wong Shum, architect license number C-22647, for alleged violations of BPC sections 5536.22(a) (Written Contract) and 5584 (Willful Misconduct). The action alleged that Shum failed to include statutorily required language in a written contract for providing professional services. Shum also billed for the planning phase prior to completion, which was contrary to the contract. Shum paid the civil penalty satisfying the citation. The citation became effective on July 18, 2006.

**ANTONY M. UNRUH** (Los Angeles) The Board issued an administrative citation that included a \$500 civil penalty to Antony M. Unruh, architect license number C-26012, for an alleged violation of BPC section 5536.22(a) (Written Contract). The action alleged that Unruh commenced providing professional services for a residence without an executed written contract. Unruh paid the civil penalty satisfying the citation. The citation became effective on August 3, 2006.

**JOHN JEROME VON SZELISKI** (Costa Mesa) The Board issued an administrative citation that included a \$500 civil penalty to John Jerome Von Szeliski, architect license number C-9848, for an alleged violation of BPC section 5584 (Negligence). The action alleged that Von Szeliski's construction documents for a performing arts center contained deficiencies. Von Szeliski paid the civil penalty satisfying the citation. The citation became effective on August 29, 2006.

and subject to administrative action by the Board.

Licensees should not assume that if this newsletter was mailed to their current address, that the Board's address of record is also correct. In an effort to ensure that the newsletter reaches as many people as possible, the Board uses an address update feature provided by the United States Postal Service for bulk mailings. However, the Board can only update an address in its physical records upon written notification by a licensee or candidate. A change of address form is available on the Board's Web site: [www.cab.ca.gov/address\\_name\\_change.htm](http://www.cab.ca.gov/address_name_change.htm). Please include: name as licensed; license number; new street address, city, state, and zip code; daytime phone number; and the effective date of the change. Such notification can be sent to the Board via either email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov), U.S. mail at California Architects Board, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834, or by fax at (916) 575-7283.

## BUSINESS ENTITY CHANGES

Licensees also need to notify the Board if there are any changes in the business entity (sole proprietorship, partnership, corporation, or limited liability partnership) through which they provide architectural services. Licensees must inform the Board of any changes to the name of a business entity or if they leave one entity and begin work at another. This information is required in accordance with Business and Professions Code section 5558, and it enables the Board to ensure that a business providing architectural services has an architect in responsible control. The Business Entity Report Form is available on the Board's Web site at [www.cab.ca.gov/pdf/ab1144.pdf](http://www.cab.ca.gov/pdf/ab1144.pdf) or by contacting the Board at (916) 574-7220 or by email at [cab@dca.ca.gov](mailto:cab@dca.ca.gov).

# architects

## California Architects Board

2420 Del Paso Road, Suite 105  
Sacramento, CA 95834

## Board Members

Jeffrey D. Heller, President, Architect Member  
Jon Alan Baker, Vice President, Architect Member  
Iris Cochlan, Secretary, Public Member  
Larry Guidi, Public Member  
Pasqual Gutierrez, Architect Member  
Marilyn Lyon, Public Member  
Michael Merino, Architect Member  
Cynthia Choy Ong, Public Member  
Norma Sklarek, Architect Member  
Sheran Voigt, Public Member

Douglas R. McCauley, Executive Officer

PRSRT STD  
U.S. Postage  
**PAID**  
Permit No. 1028  
Sacramento, CA

## In This Issue

## Winter 2007

CIDP/IDP: Taking the Mystery Out of the Process.....	1
President's Message .....	2
New Board Member .....	2
NCARB President Answers Questions for CAB .....	3
Important Reminders for Licensees.....	4
Enforcement Actions .....	6

## Architects Practice Act Update

**T**he California Architects Practice Act, with rules and regulations, was recently updated on the Board's Web site to include all amendments since the last hard copy printing. The updated version is available at [www.cab.ca.gov](http://www.cab.ca.gov) under the heading "Practice Act" or by contacting the Board at (916) 574-7220.

Two key changes to the California Code of Regulations (CCR) contained in the Act enhance the Board's public information disclosure system and citation authority.

CCR Section 137, Public Information Disclosure, was adopted to authorize the Board to release public information upon request by telephone, in person, or in writing (including fax or email) regarding:

- License status (i.e., name, license number, address of record, issue and expiration date, and status history)
- Complaints (when certain conditions exist; see full text for details)
- Disciplinary or enforcement actions against architect licensees and unlicensed persons

CCR Section 152, Citations, was amended and redefines the citation classes and increases the Board's citation authority.

For a copy of the full text of these regulations visit the Board's Web site [www.cab.ca.gov](http://www.cab.ca.gov) under the link "Practice Act" or contact the Board at (916) 574-7220.



## To Get In Touch With Us

California Architects Board • 2420 Del Paso Road, Suite 105 • Sacramento, CA 95834  
(916) 574-7220 • Fax: (916) 575-7283 • Email: [cab@dca.ca.gov](mailto:cab@dca.ca.gov) • [www.cab.ca.gov](http://www.cab.ca.gov)